

PROPOSED CONTRACT FOR ADVISORY AND ASSISTANCE SERVICES

The following information is provided for a proposed contract estimated to be over \$25,000

1. Name, agency, office address, and telephone number of person to contact about the proposed procurement.
2. Description of the services to be performed, including any deliverables to be provided. Attach a copy of the statement of work, if one has been prepared.
3. What is the total amount of time for completion of the project?
4. What is the total estimated cost of the project (including cost of options or out years)?
5. Is funding available for this requirement? Please provide documentation showing that funds are available for the initial period of the requirement. If funds have not yet been made available for the requirement, explain how the proposed contract will be funded.

[Attach a copy of the approved AD-700.]

6. Why can't the required services be performed by Government personnel?
7. What program objectives will be served by award of the proposed contract? What negative consequences are anticipated if the proposed contract is not awarded?
8. If similar or related work has been performed previously for the same project or program, please describe the services performed and their relationship to the current request.
9. Is it intended that the contract is to be awarded on a sole-source basis? If so, please justify why the contract must be awarded sole source.
10. If the answer to question 9 is "yes," have you identified a particular company or individual whom you are recommending to provide the services?
11. If the answer to either question 9 or question 10 is "yes"
 - a. Please provide the name and business address of the individual or company (the vendor).
 - b. Please describe any contacts which have occurred between the vendor and USDA employees concerning the proposed contract. Such contacts include correspondence received from the vendor as well as discussions or correspondence between the vendor and the agency or mission area.

- c. Has the vendor already done any work on the project, such as drafting a description of the requirement? If so, please describe the vendor's current involvement with the project.
- 12. If subcontracts are anticipated will the prime contractor be required to direct work to a particular individual or company? Directed subcontracts are not favored because they restrict competition, may interfere with the prime contractor's independent judgment, and may increase the Government's risk from a business standpoint. If you nevertheless intend to direct subcontract work to a particular source or sources, please justify why you intend to do so.
- 13. Is there any possibility of the appearance of a personal or organization conflict of interest if award is made to the recommended individual or company? If so, please explain. An organizational conflict of interest "means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage." (Federal Acquisition Regulation 9.501)
- 14. If the proposed contract or requirement was not submitted within the schedule for quarterly review, please also explain why this requirement was not included in the list of advisory and assistance services contracts submitted for this fiscal quarter.